

# Print Individual Boarding Passes

Sometimes all of the passengers that are on a booking do not show up at once. This document illustrates how to print individual item boarding passes without pressing the “Check-in All” button.

Here is a booking with 3 passengers and 2 cars booked on it.

The screenshot displays the 'Ferry Booking Form TEST CarRes TEST 4.3 build A (CBFERRY 2.850a.F11) [ITROSKAM@DOTMWCOIT169430.SEAFORMS.ALMCTEST] 11.09 PM'. The form is divided into several sections:

- Header:** Contains booking details such as Booking ID (1035501), Due Date, OK, Firm, Agent (AMHS), ALASKA MARINE HIGHWAY, US-, Clerk, Prom 9, Guest ID (ITROSKAM), Last Name (Roskam), Given Name (Ian), I, Tit, Phone nbr, Lng (E), Cty (US), Cur (USD), Mop (CAS), Ap (checked), Fo, Broch (ALL\_PROD), All products (507.00), and Prod (DEFAULT).
- Journey:** Shows departure (Dep) and arrival (Arr) details for two different journeys. Journey 1 (Prod 5) has a departure of 07/02/2016 at 01:30 PM SAT from Matanuska to 11:15 PM SAT, with a price of 507.00. Journey 2 (Prod 6) has a departure of 07/02/2016 at 11:15 PM SAT from Matanuska to 11:15 PM SAT, with a price of .00.
- Passengers:** Lists 3 Adult Age 12 and Older passengers: ROSKAM T IAN, ROSKAM EVE, and ROSKAM EZRA. The journey price for these passengers is 507.00.
- Cars:** Lists 2 CARs. The journey price for these cars is .00.
- Measurements:** Fields for Length, Width, Height, Load W, Tar W, and Tot W are provided for both passengers and cars.
- Buttons:** At the bottom, there are buttons for Availability, Price Ayl, Pay, Cancel, Clear (F7), Check in All, Board All, New, Save (F10), Delete, Refresh, and Exit.

Select the Header tab and press the “Print All Documents” button to set Cic(Check-in Clearance) for all rows.

Ferry Booking Form TEST CarRes TEST 4.3 build A (CBFERRY 2.850a.F11) [ITROSKAM@DOTMWCOIT169430.SEAFORMS.ALMCTEST] 02:59 AM

Booking	1035501	Due Date		OK	Firm	Agent	AMHS	ALASKA MARINE HIGHWAY, US-	Clerk		Prom	9
Guest ID		Last Name		Given Name	I	Tit	Phone nbr	Lng	Cty	Cur	Mop	Ap
ITROSKAM		Roskam		Ian	T			E	US	USD	CAS	✓
										Fo	Broch	ALL_PROD
										Prod	DEFAULT	All products 507.00
										Prod	DEFAULT	Default product .00 to pay

Header | Check-in | Namelist

<b>Address information</b>				<b>General information</b>				<b>Payment and confirmation information</b>			
C/O Addr				Campaign				Deposit <input type="checkbox"/> Due Date			
Div Addr				Resp.Usr				Final amt Due Date			
				Resp.Agent				Paid 507.00 Invoice			
Post Addr				E-ticket ID				Invoiced .00 VAT .00			
ZIP / State 99901				E-ticket type Ext tck ID				Comm .00 VAT on com 0.00			
Visiting Addr				Book ref				Canx fee .00 <input type="checkbox"/> Status BATCH			
				Agent Note				Conf			
				Ext Note				Sec code JONJ Book cty US			
				Int Note				Bonus <input type="checkbox"/>			

<b>Additional contact information</b>				<b>External Texts</b>		<b>Booking Categorization</b>		Created 06/09/2016 08:05 AM by ITROSKAM	
Cnt	Info	Note	S I	S...					Changed 06/09/2016 08:09 AM by ITROSKAM
EMAIL	ian.roskam@alaska.gov		<input checked="" type="checkbox"/>	<input type="checkbox"/>					Master Booking
CELL	+19078211545		<input type="checkbox"/>	<input checked="" type="checkbox"/>					Child Quantity 0
COMP	Alaska Marine Highway System		<input type="checkbox"/>	<input type="checkbox"/>					Last check date
			<input type="checkbox"/>	<input type="checkbox"/>					

<b>Payment transactions</b>								
Date	Method	Amount	Currency	Rate	Amount	Payee		
06/09/2016	CAS	207.00	USD	1	207.00	asdf		
06/09/2016	CAS	300.00	USD	1	300.00	Remark		

☐ Show roundings 4

Print All Documents 3

Print receipt 1

More... 2

Misc. 5

Availability | Price Ayl | Pay | Cancel | Clear (F7) | Check in All | Board All | New | Save (F10) | Delete | Refresh | Exit

Switch to Check-in mode by selecting Options->Switch Check-in Mode (Alt+OS)

Ferry Booking Form TEST CarRes TEST 4.3 build A (CBFERRY 2.850a.F11) [ITROSKAM@DOTMWCOIT169430.SEAFORMS.ALMCTEST] 03.03 AM

Booking	1035501	Due Date		OK	Firm	Agent	AMHS	ALASKA MARINE HIGHWAY, US-	Clerk		Prom	9
Guest ID		Last Name		Given Name	I	Tit	Phone nbr	Lng	Cty	Cur	Mop	Ap
ITROSKAM		Roskam		Ian		T		E	US	USD	CAS	✓
Broch	ALL_PROD	All products	507.00	Prod	DEFAULT	Default product	.00 to pay					

Header   Check-In   Namelist

Dep KTN   PSG   07/02/2016   01.30 F SAT   1(1)  
Matanuska   07/02/2016   11.15 F SAT

Grp	Qty	Ctg	Qty	Spec	RN	RC	Cic	Sts	Chk
P	3	ADT			1		✓		✓
V	2	CAR			2		✓		

Boarding  
Rem Cert  
4   1   3  
495   498  
Booked   3  
Names in list   3  
Boarded   0  
Checked In  
Check in Marked  
Uncheck in All  
Board Marked 8  
Names to Journey

Sel	Cab	Brd	Boo	Name
✓				ROSKAM T IAN
				ROSKAM EZRA
				ROSKAM EVE

Departures in journey  
Departure   From   To  
02.07.2016 13.30   KTN   PSG

Booking row reference boarding  
Sel   Reference   Prt   Brd   Date boarded

Cabin   Berth   Regnum

B/U   Departure boarding details   Brd  
KTN   WRG   07/02/2016 01:30 PM  
WRG   PSG   07/02/2016 08:15 PM

☒ 2 Show all rows  
☐ 3 Print Cabin Card for each passenger  
☒ 4 Print vouchers/tickets for all linked journeys

Select the Chk box of the row containing the item you want to print. This checks in the entire row.

Ferry Booking Form TEST CarRes TEST 4.3 build A (CBFERRY 2.850a.F11) [ITROSKAM@DOTMWCOIT169430.SEAFORMS.ALMCTEST] 03.03 AM

Booking	1035501	Due Date		OK	Firm	Agent	AMHS	ALASKA MARINE HIGHWAY, US-	Clerk		Prom	9
Guest ID		Last Name		Given Name	I	Tit	Phone nbr	Lng	Cty	Cur	Mop	Ap
ITROSKAM		Roskam		Ian		T		E	US	USD	CAS	✓
Broch	ALL_PROD	All products	507.00	Prod	DEFAULT	Default product	.00 to pay					

Header   Check-In   Namelist

Dep KTN PSG 07/02/2016 01:30 F SAT  
Matanuska 07/02/2016 11:15 F SAT

Grp	Qty	Ctg	Qty	Spec	RN	RC	Cic	Sts	Chk
P	3	ADT			1		✓		✓
V	2	CAR			2		✓		

Boc	Brd	Rem
4	1	3
495	498	

Sel	Cab	Brd	Boc	Name
<input checked="" type="checkbox"/>				ROSKAM T IAN
<input type="checkbox"/>				ROSKAM EZRA
<input type="checkbox"/>				ROSKAM EVE

Booked 3  
Names in list 3  
Boarded 0  
Checked In

Check in Marked  
Uncheck in All  
Board Marked 8  
Names to Journey

Departure	From	To	Sel	Reference	Prt	Brd	Date boarded
02.07.2016 13:30	KTN	PSG	<input type="checkbox"/>				

B/U	Departure boarding details	Brd
<input checked="" type="checkbox"/>	KTN WRG 07/02/2016 01:30 PM	<input type="checkbox"/>
<input type="checkbox"/>	WRG PSG 07/02/2016 08:15 PM	<input type="checkbox"/>

Cabin	Berth	Regnum

☒ 2 Show all rows  
☐ 3 Print Cabin Card for each passenger  
☒ 4 Print vouchers/tickets for all linked journeys

Check the Sel box of the item you want to print a boarding pass for and press "Check in Marked"

Ferry Booking Form TEST CarRes TEST 4.3 build A (CBFERRY 2.850a.F11) [ITROSKAM@DOTMWCOIT169430.SEAFORMS.ALMCTEST] 03.05 AM

Booking	1035501	Due Date		OK	Firm	Agent	AMHS	ALASKA MARINE HIGHWAY, US-	Clerk		Prom 9
Guest ID		Last Name		Given Name	I	Tit	Phone nbr	Lng	Cty	Cur	Mop
ITROSKAM		Roskam		Ian	T			E	US	USD	CAS
										Ap	Fo
										Broch	ALL_PROD
										All products	507.00
										Prod	DEFAULT
										Default product	.00 to pay

Header   Check-In   Namelist

Dep KTN   PSG   07/02/2016   01.30 F SAT   1(1)  
Matanuska   07/02/2016   11.15 F SAT

Grp	Qty	Ctg	Qty	Spec	RN	RC	Cic	Sts	Chk
P	3	ADT			1		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
V	2	CAR			2		<input checked="" type="checkbox"/>		<input type="checkbox"/>

Boarding  
Rem Cert

Boc	Brd	Rem
4	1	3
495	498	

Booked 3  
Names in list 3  
Boarded 0  
Checked In

☒ Check in Marked  
☐ Uncheck in All  
Board Marked 8  
Names to Journey

Sel	Cab	Brd	Boc	Name
<input checked="" type="checkbox"/>				ROSKAM T IAN
<input type="checkbox"/>				ROSKAM EZRA
<input type="checkbox"/>				ROSKAM EVE

Departures in journey

Departure	From	To
02.07.2016 13.30	KTN	PSG

Booking row reference boarding

Sel	Reference	Prt	Brd	Date boarded
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Departure boarding details

B/U	Departure	Boarding	Brd
<input type="checkbox"/>	KTN	WRG	07/02/2016 01:30 PM
<input type="checkbox"/>	WRG	PSG	07/02/2016 08:15 PM

Cabin   Berth   Regnum

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☒ 2 Show all rows  
☐ 3 Print Cabin Card for each passenger  
☒ 4 Print vouchers/tickets for all linked journeys

You should receive a boarding pass for the one person and the Boc box will now be checked.

Ferry Booking Form TEST CarRes TEST 4.3 build A (CBFERRY 2.850a.F11) [ITROSKAM@DOTMWCOIT169430.SEAFORMS.ALMCTEST] 03.05 AM

Booking 1035501 Due Date OK Firm Agent AMHS ALASKA MARINE HIGHWAY, US- Clerk Prom 9

Guest ID Last Name Given Name I Tit Phone nbr Lng Cty Cur Mop Ap Fo Broch ALL\_PROD All products 507.00  
ITROSKAM Roskam Ian T E US USD CAS ✓ Prod DEFAULT Default product .00 to pay

Header Check-In Namelist

Dep KTN PSG 07/02/2016 01:30 SAT 1(1)  
Matanuska 07/02/2016 11:15 F SAT

Grp	Qty	Ctg	Qty	Spec	RN	RC	Cic	Sts	Chk
P	3	ADT			1		✓		✓
V	2	CAR			2		✓		

Boarding Rem Cert

Boc	Brd	Rem
5	1	4
494	498	

Booked 3  
Names in list 3  
Boarded 0  
Checked In 3

Check in Marked  
Uncheck in All  
Board Marked 8  
Names to Journey

Sel	Cab	Brd	Boc	Name
✓				ROSKAM T IAN
				ROSKAM EZRA
				ROSKAM EVE

Departures in journey

Departure	From	To
02.07.2016 13:30	KTN	PSG

Booking row reference boarding

Sel	Reference	Prt	Brd	Date boarded

Departure boarding details

S/U	Departure	Boarding details	Brd
✓	KTN	WRG 07/02/2016 01:30 PM	
	WRG	PSG 07/02/2016 08:15 PM	

Cabin Berth Regnum

☒ 2 Show all rows  
☐ 3 Print Cabin Card for each passenger  
☒ 4 Print vouchers/tickets for all linked journeys

Availability Price Ayl Pay Cancel Clear (F7) Check in All Board All New Save (F10) Delete Refresh Exit

To reprint simply uncheck Boc and repeat the previous step.

Vehicles are handled a little differently.

For vehicles check in the row by checking the Chk box for the row.

Ferry Booking Form TEST CarRes TEST 4.3 build A (CBFERRY 2.850a.F11) [ITROSKAM@DOTMWCOIT169430.SEAFORMS.ALMCTEST] 03.12 AM

Booking	1035501	Due Date		OK	Firm	Agent	AMHS	ALASKA MARINE HIGHWAY, US-	Clerk		Prom	9
Guest ID		Last Name		Given Name	I	Tit	Phone nbr	Lng	Cty	Cur	Mop	Ap
ITROSKAM	Roskam	Ian	T					E	US	USD	CAS	✓
Broch	ALL_PROD	All products	507.00	Prod	DEFAULT	Default product	.00 to pay					

Header Check-In Namelist

Dep KTN PSG 07/02/2016 01.30 F SAT  
Matanuska 07/02/2016 11.15 F SAT

Boarding  
Rem Cert

Grp	Qty	Ctg	Qty	Spec	RN	RC	Cic	Sts	Chk
P	3	ADT			1		✓		✓
V	2	CAR			2		✓		✓

Boo	Brd	Rem
5	1	4
494	498	

Sel	Cab	Brd	Boo	Name
✓				ROSKAM T IAN
				ROSKAM EZRA
				ROSKAM EVE

Booked 3  
Names in list 3  
Boarded 0  
Checked In 3

Check in Marked  
Uncheck in All  
Board Marked 8  
Names to Journey

Departure	From	To	Sel	Reference	Prt	Brd	Date boarded
02.07.2016 13.30	KTN	PSG		00002788B			
				00002788C			

B/U	Departure boarding details	Brd
✓	KTN WRG 07/02/2016 01:30 PM	
	WRG PSG 07/02/2016 08:15 PM	

Cabin	Berth	Regnum

☒ 2 Show all rows  
☐ 3 Print Cabin Card for each passenger  
☒ 4 Print vouchers/tickets for all linked journeys

Mark select for the vehicle you want and press "Check in Marked"

Ferry Booking Form TEST CarRes TEST 4.3 build A (CBFERRY 2.850a.F11) [ITROSKAM@DOTMWCOIT169430.SEAFORMS.ALMCTEST] 03.12 AM

Booking	1035501	Due Date		OK	Firm	Agent	AMHS	ALASKA MARINE HIGHWAY, US-	Clerk		Prom	9
Guest ID		Last Name		Given Name	I	Tit	Phone nbr	Lng	Cty	Cur	Mop	Ap
ITROSKAM	Roskam	Ian	T					E	US	USD	CAS	✓
Broch	ALL_PROD	All products	507.00	Prod	DEFAULT	Default product	.00 to pay					

Header   Check-In   Namelist

Dep KTN PSG 07/02/2016 01:30 F SAT  
Matanuska 07/02/2016 11:15 F SAT

Boarding  
Rem Cert

Grp	Qty	Ctg	Qty	Spec	RN	RC	Cic	Sta	Chk
P	3	ADT			1		✓		✓
V	2	CAR			2		✓		✓

Boc	Brd	Rem
5	1	4
494	498	

Sel	Cab	Brd	Boc	Name
✓				ROSKAM T IAN
				ROSKAM EZRA
				ROSKAM EVE

Booked 3  
Names in list 3  
Boarded 0  
Checked In 3

Check in Marked  
Uncheck in All  
Board Marked 8  
Names to Journey

Departure	From	To	Sel	Reference	Prt	Brd	Date boarded
02.07.2016 13.30	KTN	PSG	✓	00002788B			
			✓	00002788C			

B/U	Departure boarding details	Brd
✓	KTN WRG 07/02/2016 01:30 PM	
✓	WRG PSG 07/02/2016 08:15 PM	

Cabin	Berth	Regnum

☒ 2 Show all rows  
☐ 3 Print Cabin Card for each passenger  
☒ 4 Print vouchers/tickets for all linked journeys

To reprint for vehicles just repeat this step.